

	<b>Effective Date:</b>		09-12-2011
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## **PURPOSE**

This policy provides building access standards for Department of Licensing and Regulatory Affairs employees.

## **POLICY**

For security purposes, all employees are issued a State of Michigan picture ID card. The ID card is used to properly identify employees with access to LARA offices. Employees assigned to a specific building have access to that specific building.

## **GUIDELINES**

1. State ID cards are issued to all employees.
2. Employees must always display their state-issued picture ID card while on the premises of a state office building.
3. ID and access cards are not to be loaned out to anyone.
4. Do not leave ID and access cards unattended.
5. ID and access cards must be turned in to the LARA Office of Human Resources (OHR) before separation of employment.
6. All people visiting a state building must either display their State of Michigan ID or sign in at the guard station and provide a picture ID. Security guards are instructed to ask for proper picture IDs and to call the appropriate party or designated contact person for walk-in visitors who do not provide proper ID.
7. State of Michigan employees who display their ID cards may enter the building without signing in.
8. All personal deliveries (flowers, pizza, etc.) are restricted to a main lobby. The security guard will notify recipients of deliveries. Employees must make arrangements to pick up their deliveries in the lobby.

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9. Caterers delivering food for meetings must be escorted to their destination by the organizer of the event.

10. Other situations are handled on a case-by-case basis.

### **LOST OR MISPLACED CARD**

Employees must complete a security access form with the appropriate signatures to get a replacement ID. The LARA HR liaison will access the form, direct the employee toward getting the appropriate signatures and provide appropriate locations for obtaining the replacement.